

The Introductory Award in Administrative Management

DEVELOP YOUR POTENTIAL

The Introductory Award in Administrative Management has been developed for individuals who want to learn how to improve their skills and understanding of business administration best practice. The Introductory Award will enable you to contribute to the efficient management of your organisation, gain recognition for your existing skills and provide you with the information you need to support you on the pathway to a successful career. For more information please contact an accredited centre or visit the IAM website.

www.instam.org

qualifications that build careers

The Introductory Award in Administrative Management

The Introductory Award is accredited as a Level 2 qualification by the Regulatory Authorities in England, Wales and Northern Ireland. Holders of the Introductory Award may progress on to the Certificate in Administrative Management and beyond. The qualification is assessed through externally marked examinations and assignments and can normally be completed in 6 to 12 months, depending on the time you have available.

Skills for Administrators

This unit introduces administration in an organisational context. Key administrative skills including number skills, data presentation and effective business communication within the workplace are identified and the importance of effective business communication are examined.

Individuals within the organisation

This unit provides an appreciation of the people management functions within the organisation. Leadership and management concepts are introduced: the roles that groups and teams play in achieving organisational tasks, the importance of working effectively within a team and an understanding of the importance of self-management and continuing professional development are developed.

Organisation Skills

This unit addresses the range of problems faced by Administrators and Administrative Managers in the workplace. The different decision making techniques and support skills which can be used by Administrators and Administrative Managers to perform effectively and efficiently are assessed.

Multiple choice examination and learning diary

Assessment for this qualification is in two parts. Evidence of the application of skills for employment and academic achievements will be recorded in a learning diary and a multiple choice examination demonstrating knowledge and skills will also be completed.

NEXT STEPS

Full details of the Introductory Award in Administrative Management, including a detailed outline of the syllabus, fees and an application form are available from accredited centres or on the IAM website. www.instam.org

IAM Qualifications

All IAM qualifications are tailored to give you the best possible learning experience, whether studying full time or part time:

- **Developed with employers:** Qualifications are based on research and feedback from employers
- **Flexible study modes:** Study through distance learning or at IAM accredited centres
- **Direct access to universities:** A proven route to first degree and masters degree programmes at numerous UK universities
- **Free study materials:** Written by subject experts help you through the qualification
- **Four exam sessions:** Decide how quickly you progress without the need to cram twice a year
- **Free student membership:** Be eligible for full membership of the prestigious IAM after completion



Established in 1915, the Institute of Administrative Management is the UK's leading professional body for practising and aspiring business managers at all levels. IAM members are professionals managing key operations for organisations in over 70 countries around the world. IAM qualifications and membership of the Institute will provide you with the expertise, knowledge and practical skills to sustain your competitive advantage.

